**Class Summary**

The responsibilities of this classification include supervising the work of an assigned team and overseeing the performance measurement, evaluation, and data asset projects in support of the division’s strategic plan. In addition, incumbents will interpret data to identify and prioritize key issues in system-level business planning and review, manage communications for significant projects, and oversee team members’ quality and performance of work.

**Distinguishing Characteristics**

This classification is the first level within a three-level classification series. This classification is distinguished from the Data and Evaluation Senior Manager classification in that the Data and Evaluation Senior Manager is responsible for managing performance measurement, evaluation, and data asset projects across multiple divisions or the department and managing work through subordinate managers and individual contributors.

**Examples of Duties**

1. Direct and coordinate performance measurement, evaluation, and data asset activities and strategy, including the development of program and initiative evaluations, theories of change, performance indicator reports, dashboards, and other projects.
2. Supervise and support the overall performance of an assigned team; authorize hiring and disciplinary actions; mentor and identify training as needed.
3. Develop, negotiate, and review contracts and deliverables; manage contractor relationships and monitor work progress and performance; approve contract payments.
4. Identify, develop, and evolve evaluation and data asset strategy and methods within all or part of the division.
5. Oversee the management and coordination of various research and data asset projects; scope and assign complex data requests.
6. Collaborate with senior management and plan optimal methods and avenues for disseminating information.
7. Direct the quantitative and qualitative data analysis and interpretation using appropriate statistical methods and data manipulation tools.
8. Oversee study operations; coordinate research and data asset efforts with departmental staff and investigators in other agencies; ensure compliance with human-subject’s protocols for research projects.
9. Coordinate with internal and external stakeholders and partners on evaluation, data analysis, and data integration activities.
10. Participate on the leadership team and ensure consistency of activities with the unit mission and goals; develop annual objectives, work priorities, and work plans.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of applied research methods and techniques

Knowledge of survey instruments, data collection, and computerized database systems

Knowledge of human resources management techniques and principles

Knowledge of supervisory and management practices and principles

Advanced knowledge of project management techniques and principles

Knowledge of study design and analytical procedures

Strong oral and written communication skills

Advanced analytical, critical thinking, research, and interpretative skills

Skill in the development and implementation of assignments with multiple dimensions

Skill in managing multiple ongoing projects in an environment of changing priorities and time constraints

Skill in translating information clearly and concisely for non-technical audiences

Skill in following research protocols without compromising the confidentiality of information

Skill collaborating with researchers and developing and executing multi-method research projects

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

And any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Executive) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within the same series** | Data and Evaluation Manager, Data and Evaluation Senior Manager, Data and Evaluation Principal Manager  |
| **Class History** | 08/2023 - Created |